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8 October 1971

MEMORANDUM FOR: Director of Training

SUBJECT : Weekly Activities Report - Language School

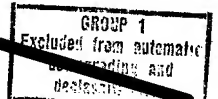
1. This week I reviewed with the LS staff the objectives which we set for ourselves in March. We determined that we have either completed or started work on most of the more than seventy tasks we set out to accomplish. Significant among our achievements were: the establishment of an Editorial Board and our "Language Highlights" newsletter; a detailed review of all facets of School administration; the conversion of our tape holdings and the Headquarters lab to cassette format; several methodology workshops and seminars conducted for instructors and testers; the introduction of programmed materials in Spanish; review and improvements undertaken in the field of proficiency testing; and greatly increased liaison with the rest of the government language teaching community. Tasks which we still have before us or are now working on include such things as: the production of universally-applicable training aids (film strips, cartoons, etc.); the development of new PAI modules (e.g. Persian alphabet, secretarial terms, etc.); the cataloging of the LS library; and the development of aural comprehension courses and testing procedures. I am pleased with what we have accomplished to date and feel that progress on achieving our objectives is generally good.

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2.

[redacted] conferred with [redacted] and [redacted] Photo Section of Document and Pictorial Services, with a view to obtaining slides for use as visual aids in language training. While it had been assumed that most of the material would be classified and so not available for classroom use, it turns out that they have quantities of "rejects" which they are only too glad to let us have. Within two days of our exploratory discussions with them, they sent us over 400 slides on South America which they would otherwise have simply destroyed. Lack of operational interest, not poor quality, is the reason for their being unclassified and discarded. Many among the samplings we examined looked ideally suited to our needs. Department Chiefs have been polled as to areas of priority interest, and the Photo Section will now begin to send us slides on a continuing basis.

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3. On 6 October the Language School held its monthly All-Hands meeting. [ ] spent some time describing plans of the Steering Committee for making the tapes we produce of consistent high quality. [ ] Chairman of the Faculty Advisory Committee, raised a number of questions from the faculty, among which were: 1) smoking in the classroom, 2) the parking situation, 3) the storage of tape recorders for classroom use, 4) the need for instructors to be better informed about how to use some of our more sophisticated equipment, 5) the generally dirty conditions in the stairwells, 6) the inadequacy of the single snackbar, and 7) our need for additional reliable reproduction machines. I responded to these and other questions during the course of the meeting.

4. Persistent requests from our faculty for more and better reproduction equipment has prompted us to review our needs in this area. With the Language School and SUS now together with the rest of OTR, and OTR personnel spread out over nine floors of the building, we can probably justify leasing a second xerox copier and locate it somewhere between floors 2 and 6.

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5. This week [ ], who will be going to South America as [ ] started full-time training in Portuguese.

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6. Since [ ] has recently completed graduate work in the field of psycholinguistics, we have given him primary responsibility for development of the model aural comprehension course which we have been working on. Before we can start to design our model, there is basic research to be done on the question of just how people learn to decode what is being said to them in a foreign language.

7. Language School Statistics Week of 27 September - 1 October 1971:

Students

Classes

Full-time - 60  
Part-time - 225 (101 BAHLT)  
( 75 Hqs.)  
TOTAL.....285

Full-time - 31  
Part-time - 48 ( 9 BAHLT)  
(11 Hqs.)  
TOTAL.....79

Laboratory Hours: Language School - 137  
Headquarters - 116

There were 20 proficiency tests given.

[ ]  
Chief, Language School

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